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# Developing Your Individualized Plan for Employment



Wisconsin Division of Vocational Rehabilitation  
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Your Individualized Plan for Employment (IPE) is the most important part of your employment planning. You are eligible for DVR services and now we will work together to choose your work goals. DVR will provide the goods and services needed to reach those goals.

Your IPE is the plan to reach your work goals. It is the road map to your vocational rehabilitation. The IPE describes:

- Your work goal
- The steps you will need to take to reach your goal
- Services you will need to reach your goal
- Who will provide those services
- The cost of those services and who will pay for them
- Your responsibilities
- DVR's responsibilities

### **Who can help me write my IPE?**

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- You can write it by yourself.
- Your DVR counselor or other DVR staff
- Community programs (DVR can provide a list of programs)
- Other professionals you work with such as teachers, social workers, or guidance counselors
- Family members and/or friends

**Remember, you can ask your DVR counselor and/or case coordinator for help at any time.**

When writing your IPE, you should think about the type of job you want, your ability to do the job, and your work history.

**An Employment Planning Worksheet is in the back of this booklet.**

*Your final IPE will be written on a DVR form. Your DVR counselor will review and approve your IPE.*



## What needs to be on the IPE?

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### Work Goal

This should be a job that you are interested in doing and that you will be able to do when your plan is completed. It should take into account things like your abilities, interests and needs. Your DVR counselor can help you to look for a work goal that is right for you.

### Steps

Things you need to do to reach your work goal and how long it will take you to complete them.

### Progress

How progress towards your work goal will be evaluated.

### Services

List of services that you will need to reach your work goal and who will pay for them.

### Provider

Who will provide the services you need.

## What kind of services can DVR provide?

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DVR will provide goods or services that you need to reach your work goal. DVR's basic services are provided to you at no cost.

These services include:

- ✓ **Assessment** to help you determine your work skills and what services you need, like training, assistive devices, etc.
- ✓ **Counseling and Guidance** to give you information about job and other services that will help you go to work.
- ✓ **Referrals** for other services to help you get a job.
- ✓ **Job Placement** to help you look for a job, find a job and stay on a job.
- ✓ **Transition Planning** for students leaving school and getting ready for employment.

Other services in your plan might be:

- ✓ Help finding a job
- ✓ Tuition for school or training
- ✓ Job coaching
- ✓ On the job training
- ✓ Equipment and tools to do a job



### **Can I change my IPE after it is approved?**

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- *Yes, but you must get approval from your DVR counselor before you make any changes.*
- You and your DVR counselor will review your request. It is very important that you tell DVR as soon as possible about any changes that will affect your plan.
- You and your counselor will review and update your plan at least once a year.

### **What happens if I don't reach my work goal?**

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If you cannot reach your work goal, a DVR counselor will work with you to find out why. A new IPE with a new work goal may be developed.

### **What happens if my IPE is not approved?**

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- If you have a disagreement, talk about your concerns with your counselor and their supervisor.
- If your IPE is not approved, you can appeal the decision. The letter you get will explain your appeal rights.
- The Client Assistance Program (CAP) can give you advice and assistance. You can call CAP at (800) 362-1290 (Voice/TTY).

### **Is there other information that can help me?**

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DVR counselors and case coordinators can provide you with information about training and work. They can explain DVR policies that you will need to consider for your IPE. They can also give you names of other organizations that can help you to decide what kind of services you will need.

The IPE Planning Worksheet, included in this packet, will help you start your IPE.

For more information, just call your local DVR office.





# IPE Planning Worksheet

1. What type of work do you think you might enjoy? Why do you think you will like it?
  
  
  
  
  
  
  
  
  
  
2. What education have you had?
  
  
  
  
  
  
  
  
  
  
3. What kinds of work have you done in the past? Did you enjoy that work? Do you want to continue with that type of work? Why or why not?
  
  
  
  
  
  
  
  
  
  
4. What worries you about going to work? Do you worry about loss of medical assistance, worker's compensation, or other benefits?
  
  
  
  
  
  
  
  
  
  
5. Are child care, elder care, transportation, or attendant care concerns for you when thinking about your IPE?
  
  
  
  
  
  
  
  
  
  
6. How might your disability cause problems for you during your IPE?

